

Parent Handbook  
COVID-19 Edition  
2020 – 2021



# Hasan's

INTERACTIVE LEARNING CENTER  
"CARING AND LEARNING FOR FUTURE LEADERS"  
4674 FRANKFORD AVE  
(215) 533 – 5437  
4955-57 FRANKFORD AVE  
(215) 214  
[Hilc99@yahoo.com](mailto:Hilc99@yahoo.com)

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# Introduction

Dear Parents,

As we are getting ready to reopen after being closed for nearly THREE MONTHS, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Hasan's Interactive Learning Center are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for the safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase of this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for the staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the DHS and The City of Philadelphia. Please be sure to read through this and sign and return the last page in site or electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Hasan's Interactive Learning Center is a safe and enjoyable place for your family.

Omaima Talouli  
Director  
Hasan's Interactive Learning Center

## A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Hasan's Interactive Learning Center and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, food application, activities permission form as well as a copy of our handbook. All forms would be filled out manual or electronically and dropped off or sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the director when an opening becomes available.

## B. Nondiscrimination Policy

Hasan's Interactive Learning Center (HILC) admits children of any race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Hasan's Interactive Learning Center shall be made all services accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Hasan's Interactive Learning Center Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Talouli LLC / Hasan's Interactive Learning Center

4674 Frankford Ave, or 4955 Frankford Ave. Philadelphia PA. 19124

Department of Human Services

Bureau of Equal Opportunity

Room 223, Health & Welfare  
Building

P.O. Box 2675

Harrisburg, PA 17105

U.S. Department of Health and Human Services

Office for Civil Rights

Suite 372, Public Ledger Bldg.

150 South Independence Mall West

Philadelphia, PA 19106-9111

PA Human Relation Commission

Philadelphia Regional Office

110 N. 8<sup>th</sup> Street

Suite 501

Philadelphia, PA 19107

Commonwealth of Pennsylvania

DHS Bureau of Equal Opportunity

Southeast Regional Office

801 Market Street, Suite 5034

Philadelphia, PA 19107

## C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility out of children's reach.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, will be put away during this phase of opening.
3. Mask wearing: Each enrolled child (two years or older) will receive two masks and two face shields that they will use while here. Each face mask or shield will be used every other day. Face masks and shields will be labeled and kept here in the facility. Our staff will make sure to clean and disinfect face masks and shields each day. **Children will not be Forced but encouraged** to wear the face masks and face shields if they can. Children will be encouraged to wear their mask and shield when they are in their classroom, on the playground during their designated time, or in the bathroom. If a child chooses not to wear his/her mask or face shield, it will be removed and placed in an individual container/bag. All children will not wear their face mask during breakfast, lunch, and snack time and during nap time.  
All staff will wear their face masks and face shields at all times while are working with children.
4. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Classes will not intermix and will be with the same teachers as much as possible. We will encourage children to practice individual activities. We will try our best to keep social distance between children within their groups, but we will not stop them from improving their social skills and build good relationships with each other. We will also increase outside activities.
5. Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed at the entrance. Parents are **required** to bring in "indoor shoes" to wear in the classroom only. Since children spend time on the floor, we want it to be as clean and safe as possible.

## D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.

## E. Fee and Payment Policy

Hasan's Interactive Learning Center enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is due in advance for private pay families.
2. A \$30.00 late fee will be charged when a payment is declined by a bank.
3. There will be a \$1.00 charge per child for every minute elapsed after your scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings, or holidays (including Thanksgiving, Christmas, snow days, and Spring Break). In case of ***emergency-related closings mandated by the state/local government/DHS, like a pandemic we will follow The City of Philadelphia and The State governor instructions.***
5. Hasan's Interactive Learning Center will follow ELRC instructions to report extended leave of absence. ***The extended leave of absence also applies to those who choose to not send their child to the daycare after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***
6. Part-time options will be available for all ages while in the pandemic (2 days, 3 days, and 5 half-days).
7. To ensure your child's enrollment, parents must complete the required documents.

## F. Admission/Exclusion due to symptoms of illness

Children with symptoms of illness will not be admitted to the program. It is a danger to other children and staff members at our facility. Known COVID-19 symptoms include:

- Fever (over 100.4 F°) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms for COVID-19.

**Hasan's Interactive Learning Center will SEEK EMERGENCY MEDICAL CARE IMMEDIATELY If a child/staff is showing any of these signs:**

- **Trouble breathing**
- **Persistent pain or pressure in the chest**
- **New confusion**
- **Inability to wake up or stay awake**
- **Bluish lips or face**

Also, if a child shows one of the following symptoms, he/she will not be admitted in Hasan's Interactive Learning Center:

- puss/oozing eyes,
- disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye etc.)

If you have any doubts about your child's health, please call us to be sure if they may attend. If your child appears to be sick or has any of the above symptoms while at the daycare, we will place the child in an area by themselves under a staff member's supervision until the child is picked up. We will notify the parent or guardian immediately, and the child **MUST** be picked up within 30 minutes of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication.

**In the event your child is sent home with one of the above health concerns, they will not be permitted back to Hasan's Interactive Learning Center without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to the daycare because what they have is no longer contagious.**

**The staff of Hasan's Interactive Learning Center will not provide any medication to children, including over the counter and prescribed medications. The exception is behavior related medications.**

Behavior related medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its **original bottle**, which contains the pharmacist's directions. **The medication log must be signed by the parent** at this time and will be kept on file. Children will be given their behavior related medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

Please let us know at once if you or a family member in your home is diagnosed with COVID-19 within the next 14 days. We will notify the families of other children in our program that their

child may have been exposed to the virus. We will maintain strict confidentiality if such notifications become necessary.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure includes household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform Philadelphia Health Department, DHS, and our parents.

## G. Personal Belongings

While in this phase of operation, **children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time.** All fabric masks will stay here on the premises and be laundered. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

Each child must have the following supplies to attend to Hasan's Interactive Learning Center:

- Change of clothes.
- Wipes
- Mattress/cot or crib cover
- Blanket
- Indoor shoes
- Diapers if needed
- Baby bottles or cup (must be taken home every day and cleaned) if needed

## H. Arrival and Departure Procedures

Our reopening hours will be increased on weekly basis slowly to reach 6:00am – 6:00pm, Monday through Friday, Saturday 7:00am – 5:00pm, and Sunday 8:00am – 4:00pm (our regular operating hours). Please be aware that weekend hours are applied on our location at 4955 Frankford Ave. While operating in this phase, drop-off times will be staggered. In the first week you will be given a time between 8 - 10am to drop off and between 2-4pm to pick up. We will announce our drop off and pick-up hours in the following weeks. All children must be dropped off by 10am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please wait and be patient during this time.

### **Drop-Off Procedures**

- Please allow 10 minutes for our check in procedures.
- If you see another family being helped, please be patient until it is your turn. Please wait for our vestibule area to be cleared before you enter in.
- Bring your child into our vestibule area (just inside the first set of doors).
- All parents MUST wear face covers.
- Our check-in staff will do a visual assessment.
- You will be asked a series of yes/no questions regarding symptoms and travel.
- Our staff will measure your child's/children's temperature and record it.
- If we have no concerns, children 2 or older will be given their labeled fabric mask and face shield that he/she should wear (to the best of their ability).
- Our runner will take your child to his/her classroom.

### **Pick-Up Procedures**

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time.

- Please allow 10 minutes for our pick-up procedures.
- All parents MUST wear face covers.
- If you see another family being helped, please be patient until it is your turn. Please wait for our vestibule area to be cleared before you enter in.
- Our staff will bring your child/children into our vestibule area (just inside the first set of doors).
- We will measure your child's temperature and record it.
- Your child's/children's face mask and face shield will be collected by the runner and laundered for the next day.

## I. Visitors

Visitors will not be permitted at this time. This includes special teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

## J. Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

## K. Parties and Celebrations

There will be no birthday parties and celebrations held at Hasan's Interactive Learning Center.

## L. Food

Hasan's Interactive Learning Center will provide your child/children with breakfast, lunch, and snacks if you submit the required paperwork.

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- B. Snack: If you want to provide your child/children with snacks please label it. Snacks are provided at 5:00pm daily.
- C. Food Allergies: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the teacher AND director. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

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## Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2020- 2021, which contains the policies and procedures for Hasan's Interactive Learning Center while in the process of reopening. After reading the handbook, please complete this form and return it to the daycare or email it as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Omaima Talouli  
Director  
Hasan's Interactive Learning Center

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I, \_\_\_\_\_ (print your name), the parent/guardian of \_\_\_\_\_ (print child's name), hereby acknowledge receipt of Hasan's Interactive Learning Center Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_